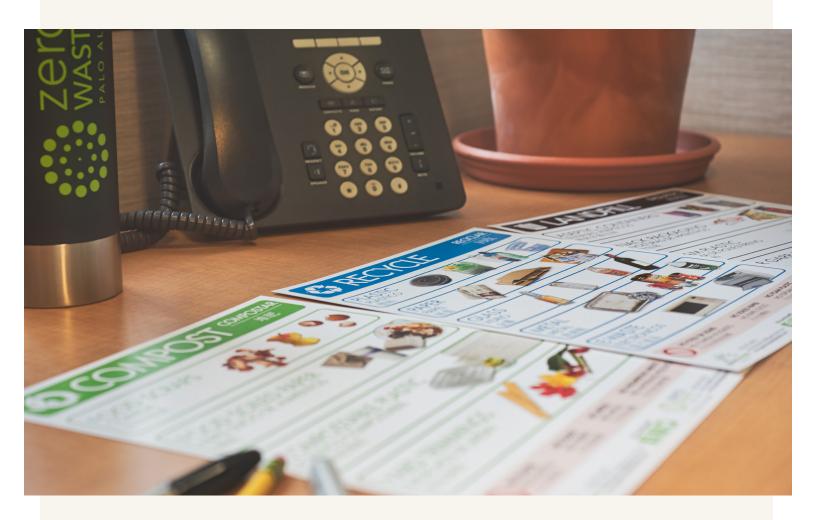# Zero Waste
Multi-Ordinance Checklist

Reaching compliance with these requirements means your business is protecting local waterways from plastic pollution, diverting waste from the landfill, and combating climate change. Use this checklist to ensure your business meets the City's Zero Waste requirements.

zero WASTE
PALO ALTO
Achieving zero waste together

For more information, videos, and other resources, visit
zerowastepaloalto.org
zerowaste@cityofpaloalto.org
(650) 496-5910

greenwaste™
GreenWaste of Palo Alto

For service questions or to request free technical assistance, contact
greenwaste.com/paloalto
pacustomerservice@greenwaste.com
(650) 493-4894

☐ Waste Station Requirements

Waste stations are designated locations where individuals place their waste into appropriate containers. Each station must have a recycle, compost, and landfill container.

☐ **Provide waste stations for customers**

Accessible waste stations must be provided in any area a waste container is placed including indoor and outdoor eating areas, entryways, and lobbies.

☐ **Provide waste stations for employees**

Accessible waste stations must be provided to employees in any area a waste container is placed including behind the counter, in kitchens, and in break rooms.

More information can be found at, *cityofpaloalto.org/rc-ordinance*

☐ Container Requirements

☐ **Use color-coded containers**

Waste stations must have color-coded containers: blue for recycling, green for compost, and black for landfill.

☐ **Use color-coded bags**

If bags are used to line containers, they must be color-coded and transparent: blue for recycling, green BPI certified compostable for compost, and clear for landfill.

More information can be found at, *cityofpaloalto.org/rc-ordinance*

☐ Signage Requirements

☐ **Place an appropriate sign with each container**

Every waste container including those in bathrooms must have a sign placed on it.

☐ **Use color-coded signs**

Signs must be color-coded, matching the waste containers: blue for recycling, green for compost, and black for landfill.

☐ **Use signs with waste images and text**

Signs must show images of acceptable items and list what items are not acceptable.

Free signs and labels can be requested from GreenWaste of Palo Alto or customize and print your own signs with our free sign-maker tool found at, *cityofpaloalto.org/wgwtools*

☐ Waste Sorting Requirements

☐ **Place correct items in the recycle container**

Commonly accepted items include: rigid plastic containers, cardboard, paper, glass containers, metal, and e-waste.

☐ **Place correct items in the compost container**

Commonly accepted items include: food scraps, soiled paper products (paper towels, pizza box, paper take-out containers), yard trimmings, and compostable foodware.

☐ **Place correct items in the landfill container**

Commonly accepted items include: expanded foam plastic, multi-layered material (aseptic containers, condiment packets, chip bags), broken glass, and film plastic.

☐ **Periodically inspect compost containers**

Regular checks inside the compost containers must be conducted and employees notified of any contamination.

Compliance is met when all items are sorted into the correct containers — whether they are used by customers or employees. For more information visit,
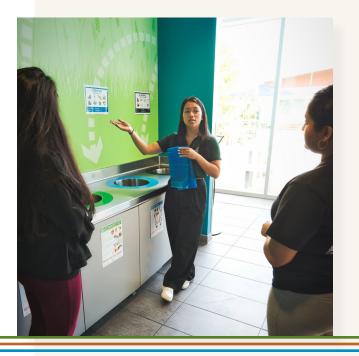*cityofpaloalto.org/wgwtools*

☐ Recycle Ready Requirements

☐ **Pour, scrape, or wipe recyclables**

Rigid plastic, glass, and metal containers should have food and liquid removed. There is no need to wash. Simply pour out liquids, scrape out food, and wipe out oily or sticky residue.

More information can be found at,
cityofpaloalto.org/recycleready

RECYCLE-READY — EMPTY CONTAINERS · NO FOOD OR LIQUIDS

Pour out liquids	Scrape out food	Wipe out oily or sticky residue

☐ Training Requirements

Businesses are required to provide waste sorting training to employees, contractors, and custodial staff.

☐ **Provide training for new employees**

Training must be provided within 14 days of start date.

☐ **Provide annual training for all employees**

Reoccurring training updates need to be provided annually.

Training may include: providing handouts, watching a video on proper waste sorting, sorting demonstrations to learn what goes where and how to empty recyclables, or free training provided by GreenWaste of Palo Alto- the City's contracted waste hauler.

Training videos and handouts can be found at,
cityofpaloalto.org/rc-ordinance

☐ Disposable Foodware Requirements

☐ **Replace plastic foodware items with reusable or compostable**

Utensils, straws, stir sticks, drink plugs, chopsticks, and other small foodware items must be reusable or be accepted in the City's compost collection program: fiber-based or BPI certified compostable plastic.

☐ **Remove bundled utensils and condiments**

All foodware items and condiments must be individually available and cannot be packaged together.

☐ **Offer only upon request**

Foodware items can only be offered upon request or at a self-serve station. Delivery services must allow customers to "opt in" to request these items for online orders.

The Foodware Purchasing Guide, signage explaining changes to customers, and more information can be found at, *cityofpaloalto.org/foodware*

☐ Produce Bag Requirements

☐ **Replace plastic produce bags with reusable or compostable**

Bags provided for produce, meat, bulk goods, and other food items must be accepted in the City's compost collection program and be made from paper or BPI certified compostable plastic.

More information can be found at, *cityofpaloalto.org/foodware*

☐ Edible Food Recovery Requirements

Certain businesses that sell food items or prepared foods are required to follow designated steps to donate edible food instead of disposing of it. Requirements vary depending on the size and type of business.

☐ **See if these requirements apply to your business**

Follow the County of Santa Clara's step-by-step process to determine if these requirements apply to your business.

☐ **Begin food recovery steps**

Connect and contract with food recovery organizations to donate food.

☐ **Continue food recovery steps**

Monitor, track, and report the type, frequency, and pounds of food recovered each month.

Visit the County of Santa Clara's website to get started at, *SCCFoodRecovery.org*